

**Compucorp®**

System Guide 6:  
File Management

# Overview

One major advantage of the OMEGA word processor is that text that is frequently revised or updated needs to be typed only once. To use this feature effectively, documents and disks must be organized so that information can be retrieved quickly and easily. This is the focus of System Guide 6.

Section 1 deals with document management: copying, dividing, combining, renaming, and deleting documents. Disk management and the elements of an effective disk filing system are the subject of Section 2. Section 3 covers the topic of resetting your system's standards. By resetting the three Menus to conform to your office's requirements, text can be formatted automatically to your office's needs.

## Sections:

1. Document Management
2. Disk Management
3. Changing System Standards

**Turn to the next page to begin Section 1.**

# Handling documents

Document management involves using saved documents to their best advantage. In this section, you will learn how to create new documents by copying, combining, and dividing saved documents instead of retying text. You will also learn how to rename and delete documents, both of which make the Indexes of your disks easier to use.

## Copying documents

Copying allows you to use one document for many purposes without retying. For example, you may wish to duplicate a document or create a new document containing text similar to that of an existing document. One way to eliminate the need for retying similar text is to make a copy of the existing document. You can then keep the original document and make revisions on the copy.

When copying text, you have two options.

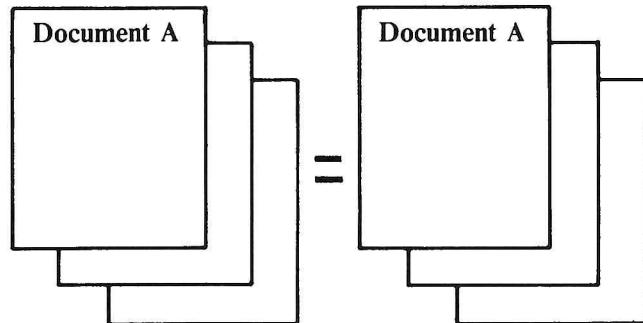
- **Copy one document:** With OMEGA you can copy one document onto the same disk or onto a different disk. If you copy onto the same disk, you give the copy a new name. If you copy onto a different disk, you can rename the copy or have it retain the same name as the original, depending upon which allows better document management.

You copy a document by displaying the Index, positioning the cursor on the document name, and using COPY. At this point, you can copy the document onto the same disk with a new name or onto another disk—with the same name or a different name.

- **Copy several documents:** You can also copy a group of documents from one disk to another with one simple command. Simply display the Index of the disk containing those documents, position the cursor on the name of the first document you want copied, press COMMAND, and then press COPY.

OMEGA copies all the documents from the cursor position to the end of the Index. As a document is copied, an arrow is displayed next to its name so you can tell which one is being copied. If you wish to stop the copying procedure before the end of the Index is reached, use RED key (cancel) when the arrow is pointing to the last document you want copied.

## Copying Documents



### Copy One Document

#### Drive B Index Same Disk, Different Name

Index for DISK111	297 FREE PAGES	DOCUMENT NAME	AUT	CREATED	REVISED	PAGES
Index for DISK111	297 FREE PAGES	DOCUMENT NAME	AUT	CREATED	REVISED	PAGES
Index for DISK111	297 FREE PAGES	DOCUMENT NAME	AUT	CREATED	REVISED	PAGES
Index for DISK111	297 FREE PAGES	DOCUMENT NAME	AUT	CREATED	REVISED	PAGES

Drive A Index	Different Disk, Same Name
Drive A Index	Different Disk, Same Name

### Copy Several Documents

Index for DISK111	297 FREE PAGES	DOCUMENT NAME	AUT	CREATED	REVISED	PAGES
Index for DISK111	297 FREE PAGES	DOCUMENT NAME	AUT	CREATED	REVISED	PAGES
Index for DISK111	297 FREE PAGES	DOCUMENT NAME	AUT	CREATED	REVISED	PAGES
Index for DISK111	297 FREE PAGES	DOCUMENT NAME	AUT	CREATED	REVISED	PAGES
Index for DISK111	297 FREE PAGES	DOCUMENT NAME	AUT	CREATED	REVISED	PAGES

Index for DISK222	389 FREE PAGES	DOCUMENT NAME	AUT	CREATED	REVISED	PAGES
Index for DISK222	389 FREE PAGES	DOCUMENT NAME	AUT	CREATED	REVISED	PAGES
Index for DISK222	389 FREE PAGES	DOCUMENT NAME	AUT	CREATED	REVISED	PAGES
Index for DISK222	389 FREE PAGES	DOCUMENT NAME	AUT	CREATED	REVISED	PAGES

## Dividing a document

A second document management tool is dividing a document. Often you can save time by splitting a long document into two or more shorter documents. If you are revising a document, shorter segments may be easier to use. When you are reorganizing a document, it may be easier to split the document and then reassemble it in proper sequence. Or, you may wish to distribute sections of a document to coworkers for quicker revision.

This time saving procedure is very simple.

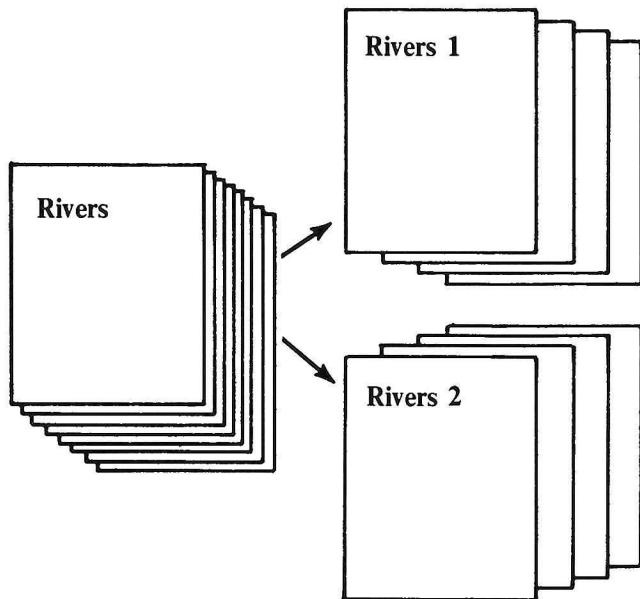
1. First, position the cursor at the point in the document where you want to split the text. Press **COMMAND** and type **/** (slash).
2. Then, name the text above the cursor. This text becomes a new document.
3. The text below the cursor remains on the screen. Now you must save this text. You can give it a new name or save it with the same name as the original document.

When you divide a document, you have two options.

- **Update the original:** By renaming the first division and saving the last under the original name, your original document is updated and contains only the last division. Notice that in the illustration at the right, the original eight-page document, "Rivers," has been updated. The first division is now the four-page document, "Rivers1." The second four page division is saved with the name of the original, "Rivers."
- **Retain the original:** By saving each division with a new name, you retain the original and the divisions. Notice that in the next illustration, the original eight page document, "Rivers," remains on the Index along with the two four-page divisions, "Rivers1" and "Rivers2."

**NOTE:** When you scroll through the document to reach the point where you want to divide it, OMEGA may ask, "Do you want to update the original?" When this happens, you must decide whether to update or retain the original *before* you actually split the document. If you choose to retain the original, you answer **N**(no) when the system asks if you want to update the original.

## Dividing a Document



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### Update the Original Index Before Division

Index for DISK111	297 FREE PAGES				
DOCUMENT NAME	AUT	CREATED	REVISED	PAGES	
Rivers	jer	02/26/82	02/26/82	10:01	8

### Index After Division

Index for DISK111	297 FREE PAGES				
DOCUMENT NAME	AUT	CREATED	REVISED	PAGES	
Rivers	jer	02/26/82	02/26/82	11:47	4
Rivers1	jer	02/26/82	02/26/82	11:45	4

### Retain the Original Index Before Division

Index for DISK111	297 FREE PAGES				
DOCUMENT NAME	AUT	CREATED	REVISED	PAGES	
Rivers	jer	02/26/82	02/26/82	10:01	8

### Index After Division

Index for DISK111	293 FREE PAGES	TIME: 01:51:17			
DOCUMENT NAME	AUT	CREATED	REVISED	PAGES	
Rivers	jer	02/26/82	02/26/82	10:01	8
Rivers1		02/26/82	00:00:00	00:00	4
Rivers2		02/26/82	00:00:00	00:00	4

## Combining documents

With OMEGA, you also have another way to create new documents without retyping. You can combine any number of saved documents to create a new document. This procedure can be useful if you have divided a document and want to reassemble it in a new sequence. You can also use it to reduce the number of items on the Index, making it easier to locate documents because fewer names are listed.

To combine documents, do the following.

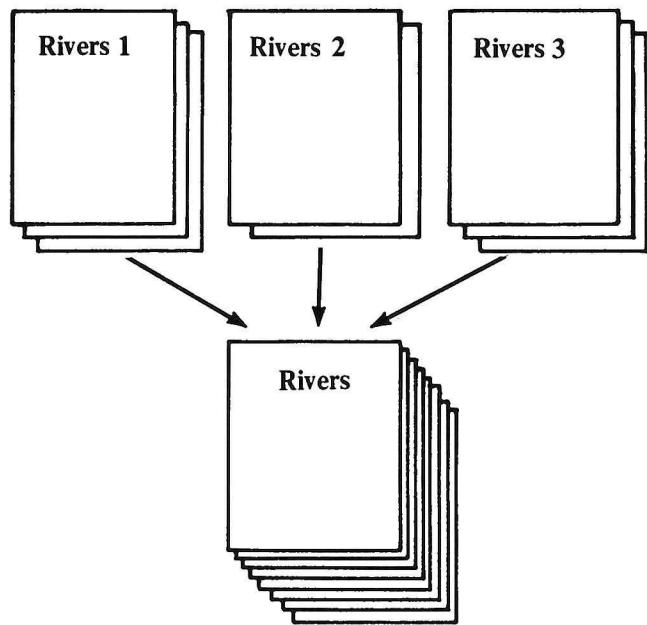
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1. Recall one document to the screen from the Index. Then, position the cursor where the new document is to be inserted.
2. Press INDEX and position the cursor on the name of the second document. (If the document is on another drive, use COMMAND INDEX.)
3. Press BLOCK and RECALL. The second document appears on the screen with the same format as the first.
4. Simply repeat these steps to combine additional documents with those on the screen.

As you are combining documents on the screen, or when you save the new combined document, the system will ask if you want to update the original. Again, OMEGA offers you two options. You can give the document a new name or save it with the name of the first document you recalled to the screen. Here are the two options:

- **All documents combined into new name:** By saving the combined document with a new name, you retain all the individual documents as well as the newly created one. You do this by answering N (no) when OMEGA asks if you want to update the original. Notice that in the illustration, all three documents that were combined to produce "Rivers" are retained.
- **All documents combined into first document:** By saving the combined document under the name of the first document you called to the screen, you update that first original, but retain the original versions of any documents that you combined with it. You do this by answering Y (yes) when OMEGA asks if you want to update the original. Notice that in the next illustration, "Rivers1" has eight pages after combining rather than three because the combined document was saved under that name. Also notice that the original versions of the two documents combined with it, "Rivers2" and "Rivers3," are retained.

## Combining Document



### All Documents Combined into New Name Index Before Combining

Index for DISK222	389 FREE PAGES				
DOCUMENT NAME	AUT	CREATED	REVISED	PAGES	
Rivers1	aeg	02/26/82	02/26/82	10 54	3
Rivers2	aeg	02/26/82	02/26/82	10 55	2
Rivers3	aeg	02/26/82	02/26/82	10 56	3

### Index After Combining

Index for DISK222	294 FREE PAGES				
DOCUMENT NAME	AUT	CREATED	REVISED	PAGES	
Rivers1	aeg	02/26/82	02/26/82	02 26P	3
Rivers2	aeg	02/26/82	02/26/82	02 31P	2
Rivers3	aeg	02/26/82	02/26/82	02 31P	3
Rivers	aeg	02/26/82	02/26/82	02 38P	8

### All Documents Combined into First Document Index Before Combining

Index for DISK222	389 FREE PAGES				
DOCUMENT NAME	AUT	CREATED	REVISED	PAGES	
Rivers1	aeg	02/26/82	02/26/82	10 54	3
Rivers2	aeg	02/26/82	02/26/82	10 55	2
Rivers3	aeg	02/26/82	02/26/82	10 56	3

### Index After Combining

Index for DISK111	297 FREE PAGES				
DOCUMENT NAME	AUT	CREATED	REVISED	PAGES	
Rivers1	aeg	02/26/82	02/26/82	10 50	8
Rivers2	aeg	02/26/82	02/26/82	09 19	2
Rivers3	aeg	02/26/82	02/26/82	10 02	3

## Renaming a document

A fourth document management tool is to change the name you gave to a document when you first saved it. OMEGA lets you do this quickly and easily. You can rename a document if you are going to use it for a different purpose than the original name describes. Or, you can give a document a more descriptive name to make it easier to identify or locate in the Index.

- **Renaming procedure:** You can rename a document whenever it is displayed on the screen. Just display Document Status Menu One and type a new name for the document on the appropriate line. In the illustration, "Chapt1" was renamed "RIVERSCHAPT1" so that it can be more easily identified.

## Deleting a document

If you are certain that a document will not be used again, you can delete it permanently from the disk on which it was saved. Deleting outdated and unnecessary documents provides more room on your disks for current work. It also makes it easier to locate a document on the Index by reducing the number of names listed.

- **Deleting procedure:** Deleting a document is a simple procedure. Just display the Index, position the cursor on the name of the document to be deleted, and use (CTRL) DELETE.

An arrow points to the document name and OMEGA asks if you are sure that you want to delete that document. Check to be certain that the arrow is pointing to the document that you will not need again. At this point, you can choose to delete it, or you can change your mind and cancel the procedure. Remember that once you delete a document, you will not be able to retrieve it again.

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## Renaming a Document

Index for DISK111 297 FREE PAGES  
DOCUMENT NAME AUT CREATED REVISED PAGES  
Chapt1 bt 02/26/82 02/26/82 10 03 2

Index for DISK111 297 FREE PAGES  
DOCUMENT NAME AUT CREATED REVISED PAGES  
RiversChapt1 bt 02/26/82 02/26/82 10 04 2

DOCUMENT STATUS MENU ONE  
Document name RiversChapt1  
Author name bt  
Format type (F/V/N) N

## Deleting a Document

### Before

Index for DISK333 293 FREE PAGES  
DOCUMENT NAME AUT CREATED REVISED PAGES  
olddocument aeg 02/26/82 02/26/82 10:59 2  
newdocument aeg 02/26/82 02/26/82 11:02 1

## Deleting Procedure

Are you sure? [Type Y or N] Y  
Index for DISK333 293 FREE PAGES  
DOCUMENT NAME AUT CREATED REVISED PAGES  
olddocument aeg 02/26/82 02/26/82 10:59 2  
newdocument aeg 02/26/82 02/26/82 11:02 1

### After

Index for DISK333 296 FREE PAGES  
DOCUMENT NAME AUT CREATED REVISED PAGES  
newdocument aeg 02/26/82 02/26/82 11:02 1

**Go to the next page and complete the disk instruction for this section.**

# Disk Instruction

The disk instructions for Section 1, Document Management, are given to you in print, not on the screen. This is necessary because these examples require you to display an Index, a saved document, and a blank screen. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

- Turn on the system, if necessary, and insert the Master disk into Drive A.
- Fill in the date and time.
- When the margin scale appears, insert your Training disk into Drive B and display the Index.

In the following examples, you will use saved documents to practice the procedures you have just read about in this System Guide. You will use two of the options for copying a document, delete one of the copies you have named, and rename the other copy. You will then combine two documents to create a new document and then divide this long document.

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**1. Copying documents:** You have read about the options OMEGA offers for copying documents. You now have the opportunity to practice two of these.

## A. EXAMPLE - Copy a document onto another disk

In this example, you will make a copy of a document with the same name as the original.

1. Find the document named "6.1 Purchasing" on the Index and position the cursor on that line.
2. Hold (CTRL) and press COPY. Notice that an arrow now points to "6.1 Purchasing." A message is displayed on the top of the screen that says, "SAVING TEXT: Please name this document."
3. You want to make a copy of "6.1 Purchasing" with the same name, but onto the disk in Drive A. Therefore, type the drive letter A, followed by a colon. Then type 6.1 Purchasing and press RETURN.
4. To view the results of this procedure, you must display the OMEGA Master disk Index in Drive A. When the lights on the drive doors stop flashing, press COMMAND and INDEX, type A and press RETURN. You should see "6.1 Purchasing" on the OMEGA Master disk Index.

## B. EXAMPLE - Copy a document onto the same disk

To copy a document onto the same disk as the original, you must assign it a new name. OMEGA will not save two documents with the same name on the same disk. In this example, you will make a copy of "6.1 Purchasing" with the new name, "Buying."

1. Since the Index for Drive A is now displayed, use that Index for this example. Position the cursor on "6.1 Purchasing," hold (CTRL), and press COPY.
2. This time when the message displays on the top of the screen saying, "SAVING TEXT: Please name this document:" type a new name, Buying, and press RETURN.
3. When the lights on the disk drives stop flashing, you should see both "6.1 Purchasing" and "Buying" listed on the OMEGA Master disk Index.

You will not practice the third option for copying a document, copying with a new name onto a different disk, at this time. The procedure is the same as that outlined in Example 1B except that when you type the new name, you precede it with the letter of the disk drive on which it will be stored and a colon.

**CONTINUE TO THE NEXT EXAMPLE**

# Disk Instruction (Cont.)

**2. Deleting documents:** Deleting unnecessary documents is an important part of document management. In this example you will practice this procedure.

## EXAMPLE - Delete a document from Drive A

In this example, you will delete one of the documents you have just copied.

1. On the OMEGA Master disk Index, position the cursor on “6.1 Purchasing,” the document you copied onto the Master disk in Example 1A.
2. Hold (CTRL) and press DELETE. Notice that an arrow now points to “6.1 Purchasing” and a message is displayed on the top of the screen that says, “Are you sure? [Type Y or N].”
3. This is your opportunity to cancel the delete procedure if you accidentally position the cursor on the wrong document, or if you have second thoughts about deleting that document. Should this be the case, type N (no). If you are sure that you want to delete the document, type Y (yes). Check now to make sure the arrow is pointing to “6.1 Purchasing.” If it is, type Y.
4. When the lights on the disk drives stop flashing, “6.1 Purchasing” should no longer be listed on the OMEGA Master disk Index.

**3. Renaming documents:** This example guides you through the steps necessary to rename a document, a simple procedure that can help you manage your documents efficiently.

## EXAMPLE - Rename a document

You will now rename the document you created in Example 1B, “Buying.”

1. Position the cursor on “Buying” on your OMEGA Master disk Index. Press RECALL.
2. When the document is displayed on the screen, press STATUS. Position the cursor on the first line of Document Status Menu One—“Document name.”
3. Type a new name for the document. In this case, use the name—Spending.
4. Use the BACKSPACE key to correct any typographical errors. Press RETURN. You have just renamed the document. The name should now read “Spending” on both Document Status Menu One and the Index.
5. Press RETURN again to redisplay the document.

That is all there is to renaming a document. You can make any other necessary edits in your document at this point and then save them, or clear the screen if you have no other changes to make. For our purposes, do the following:

1. Clear the screen now by holding (CTRL) and then pressing CLEAR.
2. Type Y (yes), in response to the system message asking if you are sure.
3. Now press INDEX and note that “Buying” is listed under its new name, “Spending.”

**CONTINUE TO THE NEXT EXAMPLE**

# Disk Instruction (Cont.)

**4. Cumulative example on copying, deleting, and renaming a document:** In this cumulative example, you have the opportunity to perform each procedure one more time to reinforce what you have just learned. If you need help remembering any steps, use your Instructional Guide.

## EXAMPLE - Cumulative

You will now practice all of the procedures you have learned. You will copy a document onto a different disk, then copy that document onto the same disk. You will delete one of the copies you have made, and rename the other.

1. Display the Index of your Training disk in Drive B.
2. Copy “6.1 Receiving” from your Training disk to the OMEGA Master disk with the same name.
3. Display the Index for the OMEGA Master disk. Copy “6.1 Receiving” onto that same disk using the name “Getting.”
4. Delete the copy of “6.1 Receiving” that you made on the OMEGA Master disk.
5. Rename the document “Getting” with the name “Accepting.”

When you have completed the cumulative example, there is only one thing left to do before proceeding to the next example. Good document management dictates that you delete the copies you made on the OMEGA Master disk since you will not need them again. Display the Index of the OMEGA Master disk in Drive A and delete “Spending” and “Accepting.”

**CONTINUE TO THE NEXT EXAMPLE**

# Disk Instruction (Cont.)

5. **Combining documents:** Combining documents can be useful when you are reorganizing documents or when you wish to consolidate some of the titles on your disk Indexes to reduce the number of listings. In this example you will perform this procedure yourself.

## EXAMPLE - Combine documents

In this example, you will combine two documents, "6.1 Purchasing" and "6.1 Receiving," to create a new document.

1. Display the Index of your Training disk and locate the document "6.1 Purchasing." Position the cursor on that document and press RECALL.
2. When the document displays on the screen, press HOME twice and then DOWN ARROW to position the cursor at the end of the document.
3. Press INDEX and position the cursor on the document named "6.1 Receiving."
4. Press BLOCK, then press RECALL. The document "6.1 Receiving" displays on the screen.
5. Your cursor is at the end of the "6.1 Receiving" document, so use UP ARROW to scroll up and examine the text. Notice that the entire text of "6.1 Purchasing" and "6.1 Receiving" is now displayed on the screen.
6. To save this document, press SAVE. When the system displays a message asking if you are updating the original, for this example, type N.
7. When the system displays a message asking you to name the text, type Departments and press RETURN. This new document will be saved with a new name and leave both "6.1 Purchasing" and "6.1 Receiving" unchanged.

You have just created a document, "Departments," by combining the text of two other documents, "6.1 Purchasing" and "6.1 Receiving."

NOTE: If you had typed Y, your new document would be saved with the name of the first original document that you called to the screen, in this case, "6.1 Purchasing," and that original document would be updated.

**CONTINUE TO THE NEXT EXAMPLE**

## Disk Instruction (Cont.)

**6. Dividing documents:** OMEGA's ability to divide documents can be helpful to you if you are reorganizing a document, or if revisions are needed in a hurry and you plan to give sections of a document to coworkers to help you complete the edits. Also, if a document is very long, dividing it into smaller sections can save you time.

### EXAMPLE - Divide a document

You will now use the document created in Example 5 to practice the procedure for dividing a document.

1. Display the Index of your Training disk and RECALL the "Departments," document you created in the last example.
2. When the document displays on the screen, scroll through it until you locate the word, "RECEIVING," typed in all capital letters. Position your cursor on the "R."
3. Press COMMAND and type a slash—/. A message displays on the screen saying, "SAVING TEXT: Please name this document." On the next line another message displays, "Split function: New document is the text above and to the left of the cursor."
4. You now have to give a name to the text above and to the left of the cursor, the text dealing with Purchasing. Type—Spending—and press RETURN.
5. After the messages—you must save the second division, the section of text dealing with "Receiving." Press SAVE and notice that the system displays a message asking if you are updating the original.
6. In this example, you retain the original, "Departments" and save the second division with a new name. Type N to instruct the system that you are not updating the original.
7. Type the new name, "Accepting," for the second division and press RETURN.

You have now created two documents, "Spending" and "Accepting," by dividing one original document, "Departments."

NOTE: If you had typed Y, the section of text dealing with "Receiving" would have been saved with the name "Departments" and that original document, about "Purchasing" and "Receiving," would have been updated.

**CONTINUE TO THE NEXT EXAMPLE**

# Disk Instruction (Cont.)

7. **Cumulative example on combining and dividing documents:** In this cumulative example, you can practice the procedures for combining and dividing documents. Use your Instructional Guide to refresh your memory if necessary.

## EXAMPLE - Cumulative

You will use the documents “6.1 Shipping” and “6.1 Sales” in this example to create a document named “Departments2.” You will then divide this document into two separate documents, “Sending” and “Selling.”

1. Recall the document, “6.1 Shipping,” from your Training disk and combine it with “6.1 Sales” to create a new document. Save this new, combined document with the name, “Departments2.”
2. Recall “Departments2” to the screen and divide it into two documents. Divide it so that the first division contains the text about “Shipping,” the second the text about “Sales.” Name the first division “Sending” and the second division “Selling.”

Once again, after you have completed the Cumulative Example, practice good document management. Delete the documents that you will not use again from your Training disk: “Departments,” “Spending,” “Accepting,” “Departments2,” “Sending,” and “Selling.”

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**You have now completed Section 1. Turn to the next page to begin Section 2.**

# Disk management and capabilities

OMEGA can save you time by storing text for future use and easy revision. To make the most of this feature, you must handle your disks effectively. You should know three basic procedures to do this. They are listed below. The key steps are described in detail on the next two pages.

This section also outlines the basic components of a disk filing system. Once you set up a system, saved text can be retrieved readily.

## Preparing new document disks

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Just as an LP record is divided into distinct sections for each song, a disk must be divided into tracks and sectors on which information can later be stored. You do this by preparing your new disks before you use them.

## Erasing a disk

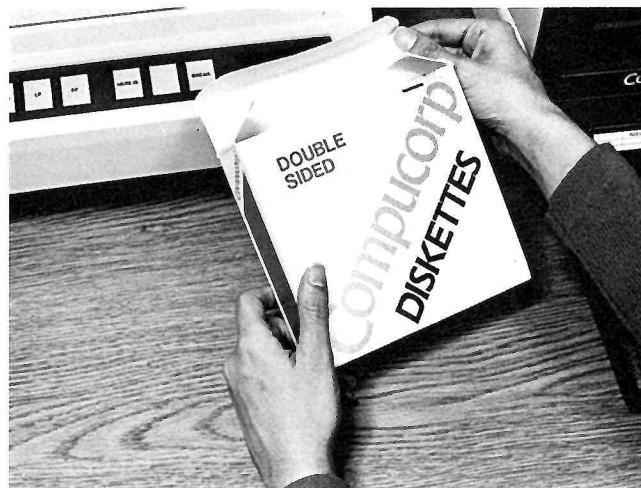
When the information on a disk is no longer needed, the disk can be erased and later reused for current text. The procedure for erasing a disk is the same as the procedure for preparing a disk. Be certain that documents on the disk will not be needed again because the erasing procedure is irreversible.

## Duplicating a disk

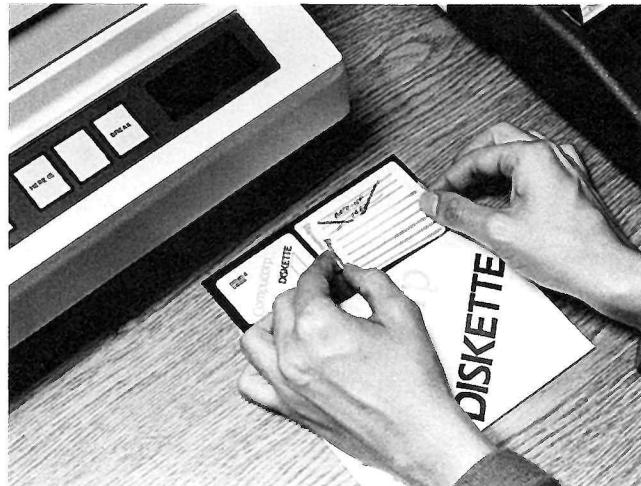
An interruption in the power supply or an accidental spill can destroy all the text you have saved on a disk. For this reason, you should make a backup, or duplicate, disk after each editing session. This can avoid time-consuming retying. You may also need to duplicate a disk if text is stored on an old or frequently used disk. You can duplicate the information onto a new disk before disposing of the old. Duplicating a disk is also helpful if a branch office needs information you have stored on a disk. You can easily duplicate the disk containing that text and send the duplicate disk.

## Disk Management

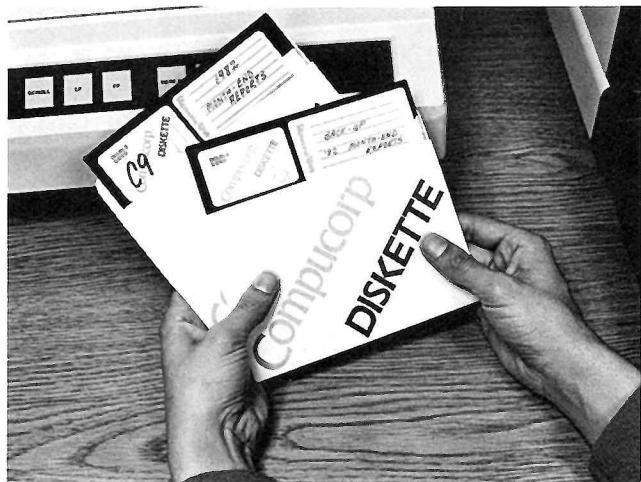
### New Disks Must Be Prepared



### Disk Can Be Erased and Reused



### Backup, (Duplicate) Disks



## Preparing/erasing a disk

OMEGA guides you through the procedure for preparing or erasing a disk by displaying messages on the screen. As you complete each step, OMEGA gives you a message to guide you to the next one. The illustrations show these messages and the text describes the steps that you must take.

1. **Make sure disk has tab:** If the disk is new, cover the write-protect notch on the side with a metalic tab. If you are erasing an old disk, the notch will already be covered.
2. **Begin prepare procedure:** Insert the disk to be prepared or erased into Drive B. From a clear screen, press COMMAND and then type PD (Prepare Disk). You cannot begin the procedure for preparing a disk with an Index displayed on the screen.
3. **Specify disk to be prepared:** When OMEGA asks which drive the disk to be prepared is in, type the letter of that drive (B) and press RETURN. Be certain the letter you type is correct or you may accidentally erase the information on your Master disk.
4. **Name the disk:** When OMEGA displays a message asking you to name the disk, type an appropriate name. This name must contain:
  - No more than 11 characters.
  - No spaces.
5. **Complete prepare procedure:** When the procedure is complete, OMEGA displays a message asking you to open the door of the disk drive containing the prepared/erased disk (B), close the door again, and press RETURN. Follow these instructions to complete the preparing/erasing procedure.

## Preparing/Erasing a Disk

### Specify Disk to be Prepared

## Name the Disk

### Complete “Prepare” Procedure

## Duplicating a disk (Disk Image)

OMEGA also helps you through the steps for duplicating a disk by displaying messages. Just respond to these messages to complete the procedure. The messages are shown in the illustrations and the text explains the steps you perform.

- 1. Begin disk image procedure:** You begin the duplication procedure by displaying a clear screen, pressing COMMAND and typing DI (Disk Image). You cannot begin this procedure with an Index displayed on the screen.
- 2. Insert proper disks:** Insert the proper disks into the drives. Remove the OMEGA Master disk from Drive A and insert the disk that you want to copy. Insert a blank disk, or a disk containing text that you no longer need, into Drive B. If you are using a disk on which text is stored, make sure that this information is no longer needed. All text on this disk will be erased. Then press RETURN. This is the only procedure you can perform on OMEGA without a Master disk in place.
- 3. Specify "FROM" disk:** Type the name of the drive containing the old (FROM) disk. This should be "A." Double check to make sure that you placed the disk to be copied into the left drive before typing an "A" and pressing RETURN. NOTE: If you accidentally reverse the "TO" and "FROM" drive names, you will erase the disk that you intended to copy.
- 4. Specify "TO" disk:** Type the name of the drive containing the new (TO) disk. This should be Drive B. Double check to make sure that you placed the blank disk in the right drive before typing a B and pressing RETURN.
- 5. Open and close new disk door:** Respond to the message to open and close the new disk door (B) and press RETURN. As the system copies the disk, sector numbers display on the screen. The copying process takes a few minutes to complete.
- 6. Complete disk image procedure:** When the copy is done, remove the Document disks and insert an OMEGA Master disk into Drive A. Press RETURN to complete the procedure.

### Disk Image

#### ② Insert Proper Disks

Press RETURN when the proper disks are in place

PAGE	1	LINE	1	CHAR	11
↓	↓	↓	↓	↓	↓

R

#### ③ Specify FROM Disk

Where is the OLD (FROM) disk? a

PAGE	1	LINE	1	CHAR	11
↓	↓	↓	↓	↓	↓

R

#### ④ Specify TO Disk

Where is the NEW (TO) disk? b

PAGE	1	LINE	1	CHAR	11
↓	↓	↓	↓	↓	↓

R

#### ⑤ Open and Close Door

Open the NEW disk door, close it again, and press RETURN to continue

PAGE	1	LINE	1	CHAR	11
↓	↓	↓	↓	↓	↓

R

#### ⑥ Complete Disk Image Procedure

Put the Master Disk back in and press RETURN

PAGE	1	LINE	1	CHAR	11
↓	↓	↓	↓	↓	↓

R

# Creating a disk filing system

Every office, whether it uses typewriters or word processors, must establish a consistent filing system so that stored text can be located and retrieved easily. This section offers some suggestions for setting up a filing system for your disks.

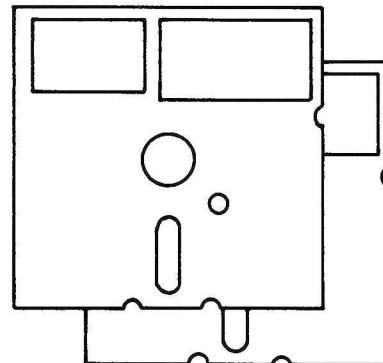
## Components of a filing system

An effective filing system consists of the following items.

- 1. Document disks:** To help keep your filing system organized, it is helpful to save all documents relating to a given subject on the same disk. When you prepare a disk you may wish to name it according to the subject matter that will be stored on that disk. Or, you may choose to number your disks consecutively. In either case, you can label the disk itself with the disk name for easy identification. Use a felt tipped pen when you write on a disk label.
- 2. File cabinet for disks:** The second component of a filing system is a storage cabinet. Because the information on your Document disks is valuable, you will want to store the disks in a safe place. Your office may use a standard file cabinet or one made especially for disks.
- 3. Copies of disk Index:** To help you identify the contents of a disk easily, print 2 copies of the Index of your Document disks. To do this, display the Index and press COMMAND and then PRINT. If you store one copy with the disk, you will not have to insert the disk into the system to find out what documents are saved on that disk. The other copy is for the disk register described below. To keep this information up to date, print new copies of the Index whenever you add or delete documents to a disk.
- 4. Disk register:** When you accumulate a large number of disks, it can be helpful to maintain a disk register. A disk register is a binder containing copies of the Index of all your Document disks. Depending on how you name your disks, you can keep the copies of the Index in alphabetical or numerical orders so that you can locate information easily.
- 5. Document register:** You may also wish to keep a notebook in which you write the names of the documents you create. If you list all documents pertaining to a certain client or subject on a separate page, it can help you locate saved documents easily. On this document register, you can note the Document disk on which your documents are stored.

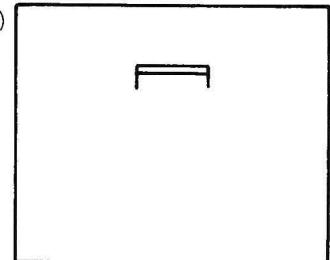
Now complete the review questions on the next page.

## ① Disks



Cabinet

## ②



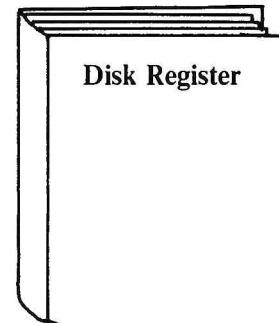
## Copies of Index

### ③

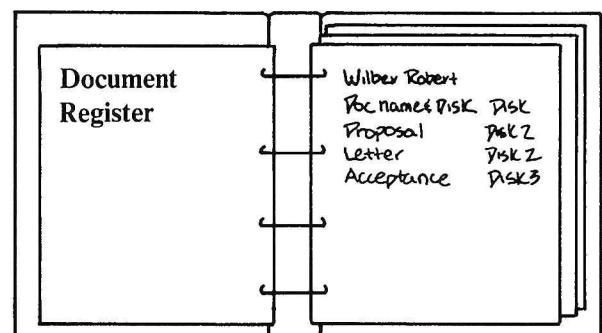
Index for DISK1	316 FREE PAGES	AUT	CREATED	REVISED	PAGES
Jones letter		jer	02/19/82	02/19/82	08:07 4
Smith letter		bt	02/19/82	02/19/82	08:08 1
Sales report/Jan		ag	02/19/82	02/19/82	08:15 2
Annual Report/1st draft		jer	02/19/82	02/19/82	08:13 17
Sample sales letter		ag	02/19/82	02/19/82	08:15 1
Blockname			03/30/82	00/00/00	00:00 1

Index for DISK1	316 FREE PAGES	AUT	CREATED	REVISED	PAGES
Jones letter		jer	02/19/82	02/19/82	08:07 4
Smith letter		bt	02/19/82	02/19/82	08:08 1
Sales report/Jan		ag	02/19/82	02/19/82	08:15 2
Annual Report/1st draft		jer	02/19/82	02/19/82	08:13 17
Sample sales letter		ag	02/19/82	02/19/82	08:15 1
Blockname			03/30/82	00/00/00	00:00 1

## ④



## ⑤



## Section 2 Review Questions

1. Find out about your office procedure for keeping track of disk and document contents. Briefly summarize the key points below. (Discuss this issue with your supervisor, if necessary.)

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2. Find out about your office procedure for maintaining back-up disks.

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16

**Go to the next page and complete the disk instruction for this section.**

# Disk Instruction

The examples for this section will give you the opportunity to become more familiar with the procedures for preparing a blank disk, duplicating a disk, and erasing a disk.

1. **Preparing a new disk:** Every new disk must be prepared before it can be used in your office.

## A. EXAMPLE - Prepare a new disk

Before beginning this example, obtain a blank disk and an adhesive tab (to cover the notch) from your supervisor.

1. Take the disk out of its jacket and cover the write-protect notch on the right side with the adhesive tab.
2. Turn on your system, insert an OMEGA Master disk into Drive A.
3. Type in the time, date and display a clear screen. Insert the blank disk in Drive B. Press COMMAND and type PD (Prepare Disk).
4. When the system displays the message asking which disk you would like to prepare, type B (the new disk is in Drive B) and press RETURN.
5. When the system displays a message asking you to name the disk, type DISK1 and press RETURN.
6. The system displays a message when the preparation of the disk is complete. Follow the instructions by opening the door of Drive B, closing it again and pressing RETURN.

The disk in Drive B is now prepared and ready to record text. Press COMMAND and INDEX, type B and press RETURN to view the Index of this disk. Notice that it displays the name that you assigned to it, DISK1.

**CONTINUE TO THE NEXT EXAMPLE**

# Disk Instruction (Cont.)

2. **Duplicating a disk:** You will use the duplicating procedure often. The creation of backup disks is very important to avoid the possibility of losing saved text.

## EXAMPLE - Duplicate a disk

In this example, you will copy your Training disk onto a new disk. You will need another new disk for this example.

1. Take the new disk out of its jacket and cover the write-protect notch on the right side with an adhesive tab.
2. Make sure that the OMEGA Master disk is in Drive A. First, display a clear screen. Then press COMMAND and type DI (Disk Image).
3. When the system displays a message, remove the Master disk from Drive A and insert your Training disk in that drive. Remember that disk image is the only function you can perform without a Master disk in place.
4. Insert the new blank disk into Drive B. The disks are now in place, so follow the system's instruction and press RETURN.
5. The system now asks you to identify the old (FROM) disk. This is the disk you are copying, your Training disk, which is in Drive A. Type A and press RETURN.
6. Now the system will ask you to identify the new (TO) disk. This is the blank disk that you inserted in Drive B. Type B and press RETURN.
7. When the system asks you to open the drive door containing the new disk, open Drive door B, close it and press RETURN. The system now duplicates the Training disk.
8. When the duplication process is complete, a message displays on the screen. Follow the instructions by removing the Training disk from Drive A and inserting the OMEGA Master disk into that drive. Then press RETURN.

Display the index of the duplicate you have just made by pressing COMMAND and INDEX, typing B and pressing RETURN. You can see that OMEGA has copied all the documents from the Training disk onto the blank disk, as well as the name of the Training disk.

**CONTINUE TO THE NEXT EXAMPLE**

# Disk Instruction (Cont.)

3. **Erasing a disk:** The procedure for erasing a disk is exactly like that of preparing a disk. You can use this procedure when the documents on a disk are no longer needed.

## EXAMPLE - Prepare a disk to erase the entire disk

In this example, you will erase the copy of the Training disk that you made in Example 2.

1. At the end of the last example, the OMEGA Master disk was inserted into Drive A and the copy of the Training disk was in Drive B. Check to make sure both of these disks are in these positions.
2. First, press COMMAND and type PD (Prepare Disk). You cannot begin this procedure when an Index is displayed on the screen.
3. When the system displays the message asking which disk you would like to prepare, type B (the copy you have made is in Drive B) and press RETURN.
4. When the system displays a message asking you to name the disk, type DISK1 and press RETURN.
5. The system displays a message when the preparation/erasure of the disk is complete. Follow the instructions by opening the door of Drive B, closing it again and pressing RETURN.

The copy of the Training disk has now been erased. You can press COMMAND and INDEX, type B, and press RETURN to view the results of the erasing procedure. The Index now lists no documents and displays the name you just assigned to it, DISK1.

## CONTINUE TO THE NEXT EXAMPLE

4. **Optional Cumulative Example:** If you would like to have more practice in preparing, copying, and erasing disks, repeat the procedures using your Instructional Guide to help you.

**You have now completed Section 2. Turn to the next page to begin Section 3.**

# Standard Settings

Every OMEGA Master disk comes to your office with pre-established settings for the Document and Printer Status Menus. These settings are in effect whenever a clear screen is displayed, and whenever you create a new document. You may find, however, that these settings do not correspond to the formats regularly used in your office. If this is the case, you can easily change these standards. This can save you time because you need not change the settings each time you create a document.

The standard formats on the Master disk remain in effect until you reset them, and the procedure to reset them is a simple one. Therefore, if you create a group of documents that all require the same format settings, you can set the system standards for those settings for as long as you work on them, and then reset the system to its usual standards when you have finished.

## Step 1: Change standard settings

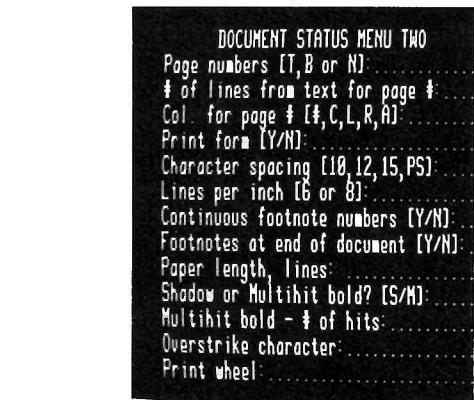
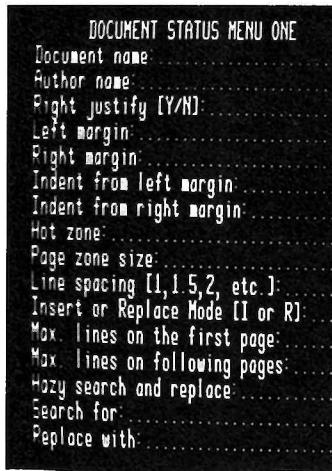
- The first step is to insert the Master disk that you wish to change into Drive A and a Document disk into Drive B.
- The selection of a "default" drive is part of setting the system standards. The default drive is the drive whose Index appears when you press INDEX. It is also the drive on which your documents will be saved unless you direct the system differently. Select the default drive by pressing COMMAND and INDEX and typing the name of the drive (usually B).
- From a clear screen, display the Document and Printer Status Menus. You can change any settings to correspond to your office needs. After you have made all the desired changes, press RETURN to redisplay the clear screen.
- If you use an OMEGA Level B system, you can also change the tab stops to reflect the particular needs of your office. Display the tab ruler and set the tabs to correspond to your office formats. Press RETURN when the changes have been made.

## Change Standard Settings

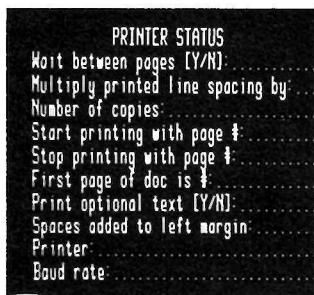
### Default Drive



### Document Status Menus



### Printer Status



### Tab Ruler



## Step 2: Set new system standards

When the Menus and tab stops are set to meet your needs, you indicate to the system that these are the settings you want to be standard. Press **COMMAND** and type **SF** (Standard Format). OMEGA displays a message, shown at the right, telling you that the current status will now be the standard format. Press **RETURN** to continue. OMEGA takes a few moments to set the new system standards. Then another message instructs you to press **RETURN** to complete the procedure.

The OMEGA Master disk now in the system reflects the changes you have made. If you use more than one OMEGA Master disk in your office, you can repeat this procedure with each one.

You can stop the procedure before completion by pressing the the RED key.

NOTE: If you are a Level B user and you change the standard tab stops, they will not be in effect until you turn your system on and off again.

**You have now completed System Guide 6. To begin the next module, locate System Guide 7.**

## COMMAND SF

Current STATUS will now be STANDARD-FORMAT Press RETURN to continue  
PAGE 1 LINE 1 CHAR 11  
|>v>>>>>>>>>>H R

## Complete Procedure

Press RETURN to continue ■ PAGE 1 LINE 1 CHAR 11  
1 2 3 4 5 6 7 8 9 H R





